SPECIAL ISSUE

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LEGAL NOTICE NO. 162

THE COMPANIES ACT

(No. 17 of 2015)

IN EXERCISE of the powers conferred by section 1022 of the Companies Act, 2015, the Attorney-General makes the following Regulations—

THE COMPANIES (BENEFICIAL OWNERSHIP INFORMATION) (AMENDMENT) REGULATIONS, 2023

1. These Regulations may be cited as the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2023.

2. The Companies (Beneficial Ownership Information) Regulations, 2020, in these Regulations referred to as the "principal Regulations" are amended in section 2 by inserting the following new definitions in proper alphabetical sequence —

"designated non-financial businesses or professions" has the meaning assigned to it under section 2 of the Proceeds of Crime and Anti-Money Laundering Act, 2009;

"family" means –

(a) the beneficial owner's spouse;

(b) a child or step-child of the beneficial owner;

- (c) a child or step-child of the beneficial owner's spouse who lives with the beneficial owner and has not reached eighteen years of age;
- (d) a parent of the beneficial owner;
- (e) a brother or sister to the beneficial owner;
- (f) a brother or sister of the spouse of the beneficial owner;
- (g) a grandchild of the beneficial owner; or
- (h) a spouse of any of the persons specified in paragraphs (b),(e), (f) and (g).

"financial institutions" has the meaning assigned to it under section 2 of the Proceeds of Crime and Anti-Money Laundering Act, 2009;

"joint arrangement" means an arrangement between the holders of shares or rights in a company that they exercise all or substantially all the rights conferred by their respective shares or rights jointly, in a manner pre-determined by the arrangement; Amendment of regulation 2 of L.N. No. 12 of 2020.

Short title.

No. 9 of 2009.

"material discrepancy" means factual errors that could significantly alter the status or identity of a beneficial owner but does not include typing mistakes or spelling errors;

"member" has the meaning assigned under section 3 of the Act;

"protected personal identifiable information" includes-

- (a) birth certificate number, national identity card number or passport number;
- (b) personal identification number;
- (c) date of birth;
- (d) residential address;
- (e) telephone number; or
- (f) email address;

"Public Procurement Regulatory Authority" has the meaning No. 33 of 2015. assigned to it under the Public Procurement and Asset Disposal Act, 2015;

"Public Private Partnership Committee" has the meaning assigned to it under the Public Private Partnership Act, 2013;

No. 15 of 2013.

"significant control" includes control that can be exercised through-

- (a) debt instruments or other financial arrangements such as where a lender or creditor controls a legal person via the provisions of the lending agreement which provides that debt is convertible into voting equity, or where a third party influences a shareholder by means of a financial or other relationship but does not include instances where a bank provides financing to a legal person;
- (b) positions held within a legal person such as being responsible for the strategic decisions that affect business practices or general direction of the legal person including senior managing officials;
- (c) informal means such as through close personal connections to family or associates including informal nominee arrangements or when an individual is using, enjoying or benefiting from the assets owned by the legal person, or
- (d) differential voting rights that give certain shareholders more control than others in this case, even a shareholding that falls well below a specified threshold may in fact give a minority shareholder control over the company; and

"significant influence" means the power to participate in the operating and financial policies of a company without necessarily having full control over them.

Amendment of regulation 3 of L.N. No. 12 of 2020.

- (a) in sub-regulation (2) by -
 - (i) deleting paragraph (c) and substituting therefor the following new paragraph—
 - (c) holds a right to, directly or indirectly, appoint or remove a majority of the members of the board of directors;
 - (ii) inserting the word "significant" immediately after the words "influence or" appearing in paragraph (d).
- (b) by inserting the following new sub regulations immediately after sub regulation (2)—

"(2A) For purposes of a company limited by guarantee, a beneficial owner of a company shall be a natural person who meets any of the following criteria—

- (a) whether individually or jointly, exercises at least ten percent of the voting rights directly or indirectly;
- (b) whether individually or jointly, has a right to exercise or actually exercises significant influence directly or indirectly over the running of the activities of the company limited by guarantee;
- (c) whether individually or jointly, has the right to, directly or indirectly, appoint or remove any of the board of directors;
- (d) whether individually or jointly, has the right to, directly or indirectly, direct or veto the distribution of funds, assets, or investment decisions of the company limited by guarantee; or
- (e) whether individually or jointly, has the right to, directly or indirectly, liquidate the company limited by guarantee.
- (2B) Where two or more natural persons-
- (a) hold a share or right jointly; or
- (b) have a joint arrangement relating to shares or rights held,

each of such persons shall, for the purposes of subregulation (2) be treated as a beneficial owner.

- (c) in sub-regulation (3) by inserting the words "and verify the particulars of" immediately after the word "identify";
- (d) in sub-regulation (4) by inserting the following expression "and 3(2A)" immediately after the expression "3(2)";

(e) by inserting the following new sub-regulation immediately after sub-regulation (4)—

(4A) A company shall validate and verify the particulars referred to in sub-regulation (3) before submitting a copy of the particulars to the Registrar.

(f) by inserting the following new sub-regulation immediately after sub-regulation (5) -

(5A) A company shall, from time to time, validate, review, verify and update information of its beneficial owners in its register of beneficial owners.

(5B) A company may request its beneficial owner to review, validate and verify any of the beneficial owner's particulars referred to in sub regulation (3).

(5C) When there are any changes in the particulars of a beneficial owner, the director, member or beneficial owner of the company shall notify the company within fourteen days of such change.

(5D) A person who fails to provide the information referred to sub regulation (5C) to the company, the provisions of these Regulations relating to the restriction of relevant interest shall apply.

(g) by deleting sub-regulation 7 and substituting therefor the following new subsections—

(7) Where a company has a new beneficial owner, the company shall update its register beneficial owners and file a notice of any new beneficial owner with the Registrar in Form BOF4 set out in the First Schedule.

(h) by inserting the following new sub-regulation immediately after sub-regulation (7) –

(8) A company shall file a notice of a person ceasing to be a beneficial owner to the Registrar in Form BOF5 set out in the First Schedule in accordance with section 93A(5) and (6) of the Act and pay the fees set out in the Second Schedule.

4. The principal Regulations are amended by inserting the following regulation immediately after regulation 4-

Insertion of new regulation in L.N. No. 12 of 2020.

Nominee shareholder 4A. (1) A person, whether formally or and nominee director. informally, acting as a nominee shareholder or a nominee director shall disclose to the company their status as a nominee and provide the particulars of the nominator within the prescribed timelines under the Act. (2) The company shall upon validating, reviewing and verifying the nominee status, note the nominees in its register of nominees.

(3) The company shall submit a copy of its register of members or register of directors with the Registrar as provided for under the Act.

(4) The Registrar shall put an asterisk to the names of directors or shareholders who are nominee directors or shareholders, appearing in the register of members or register of directors.

- (5) The company shall—
- (a) where a nominator is a natural person, enter the particulars of the nominator in the register of beneficial owners; or
- (b) where a nominator is a legal person, enter the particulars of the beneficial owners of the legal person in the register of the beneficial owners,

and submit a copy of the register of beneficial owners and any change to it, in accordance with the provisions of the Act and these Regulations.

(6) A nominee who falsely declares or fails to disclose the nominator commits an offence and shall be liable, on conviction, to the penalty provided under section 872 of the Act.

(7) For purposes of this regulation "informally" means, without any form of written legal contract such as based on loose forms of control where a family member, friend, employee or associate stands in for the nominator, who can be the beneficial owner.

5. Regulation 11 of the Principal Regulations is amended by-

Amendment of regulation 11 of L.N. No. 12 of 2020.

- (a) renumbering the existing provision as (1);
- (b) inserting the following new sub-regulation immediately after sub-regulation (1)—

(2) The company shall lodge with the Registrar in Form BOF3 as set out in the First Schedule details setting out the steps undertaken to identify the beneficial owner or any other relevant information related to sub regulation (1) above.

6. Regulation 12 of the principal Regulations is amended by deleting the word "the" appearing immediately after words "beneficial ownership information".

7. The principal Regulations are amended by deleting regulation 13 and substituting therefor the following new regulation—

Amendment of regulation 12 of L.N. No. 12 of 2020. Amendment of regulation 13 of L.N. No. 12 of 2020.

Disclosure by the company.	· · · · · · · · · · · · · · · · · · ·		
	(a)	for communicating with the beneficial owner concerned;	
	(b)	in order to comply with any requirement of these Regulations;	
	(c)	in order to comply with the Proceeds of Crime and Anti-Money Laundering Act, 2009 and its Regulations;	
	(d)	in order to comply with the Prevention of Terrorism Act, 2012 and its Regulations; or	
	(e)	in order to comply with a court order.	
		Notwithstanding sub-regulation (1), on relating to a beneficial owner may be by a company—	
	(a)	with written consent of the beneficial owner;	
	(b)	to the procuring entity, where the company participates in public procurement and assets disposal under the Public Procurement and Asset Disposal Act, 2015;	
	(c)	to the contracting authority, where the company participates in a public private partnership arrangement under the Public Private Partnership Act, 2013; or	
	(d)	to financial institutions for the purposes of entering into a relationship with the institution.	
8. The principal Regulations are amended by inserting the following new regulations immediately after regulation 13—			
Disclosure by the Registrar.	14.	(1) The Registrar may—	
inglistiai.	(a)	use information relating to a beneficial owner for the purpose of communicating with the beneficial owner;	
	(1)	· <i>.,</i> , ,1	

- (b) upon a written request or any other means the registrar may specify, make available the beneficial ownership information of a company, to—
 - (i) a competent authority;

- (ii) the Public Procurement Regulatory Authority;
- (iii) the Public Private Partnerships Committee;
- (iv) supervisors or regulators of financial institutions and designated nonfinancial businesses and professionals; or
- (v) any government agency in charge of implementing anti money laundering and countering financing of terrorism measures;
- (c) upon receipt of Form BOF6 or as the Registrar may specify and on payment of the fee stipulated in the Second Schedule, disclose beneficial ownership information of a company, in Form BOF7 set out in the Second Schedule, other than protected personal identifiable information, to—
 - (i) financial institutions;
 - (ii) designated non-financial businesses or professionals; or
- (d) disclose beneficial ownership information of a company pursuant to a court order.

Publishing beneficial ownership information.

15. Beneficial ownership information shall not be made available to the public or be published, except—

- (a) by the Public Procurement Regulatory Authority in the government portal in relation to entities that have been awarded a tender by the procuring entity as part of a contract award; or
- (b) by a government, where the matter is of public interest.

Data protection.

16. The publication or disclosure of the beneficial ownership information under these Regulations shall not include protected personal identifiable information, except where such disclosure is made to a competent authority or pursuant to a court order.

Material Discrepancy Reporting.

17. (1) A company or a beneficial owner of a company shall report to the Registrar, material discrepancy identified by them in relation to beneficial ownership information filed by the company, in form BOF8 set out in the First Schedule. (2) The Registrar may, upon receipt of the report under sub regulation (1), issue a direction to the company directing the company to address the discrepancy by filing an updated copy of its register of beneficial owners pursuant to section 93A of the Act.

(3) Failure to comply with the Registrar's directive under sub-regulation (2) shall have the same effect as a failure to comply with the directive issued under section 93A (12) of the Act.

9. The principal Regulations is amended by deleting the First Schedule and substituting therefor the following new Schedule—

Amendment of the First Schedule to L.N. No. 12 of 2020.

FIRST SCHEDULE

FORMS

FORM BOF1 r. 3(3)

REGISTER OF BENEFICIAL OWNERS**

[Section 93A of the Companies Act, 2015]

Name of company:	••••
Number of company:	

To the Registrar of Companies:

The above company hereby lodges the register of beneficial owners in accordance with section 93A of the Companies Act, 2015 that the following person is a beneficial owner of the company

Date that the person became a beneficial owner: ___/___ [dd/mm/yyyy]

BENEFICIAL OWNER

Full Name*	
Birth Certificate Number, National identity card	
number or Passport number	
Personal identification number	
Nationality (ies)*	
Date of birth [<i>dd/mm/yyyy</i>]*	
Postal address*	
Business address	
Residential address	
Telephone number	
Email address	
Occupation or profession*	

NATURE OF OWNERSHIP OR CONTROL FOR A COMPANY LIMITED BY

SHARES

STITUES			
Nature of ownership or control the	The percentage of issued shares a person holds in the company		
beneficial owner has in the company, whether individually	Directly% of shares Indirectly% of shares		
or jointly*	The percentage of voting rights a person holds in the company Directly% of voting rights Indirectly% of voting rights		
	A person holds a right to appoint or remove a majority of the members of the board of directors of the company; Directly		

Indirectly
A person exercises significant influence or control over the company. Directly Indirectly
A person holds the highest percentage of the issued shares but does not meet the above four criteria. Directly% of shares Indirectly% of shares

NATURE OF OWNERSHIP OR CONTROL FOR A COMPANY LIMITED BY GUARANTEE

GUARANTEE			
Nature of ownership or control the beneficial owner has in the company limited by guarantee, whether individually or jointly*	The percentage of voting rights a person holds in the company Directly% of voting rights Indirectly% of voting rights A person exercises significant influence over the running of the activities of the Company Limited by Guarantee Directly Indirectly A person has the right to, appoint or remove any of the board of directors Directly Indirectly A person has the right to direct or veto the distribution of funds, assets, or investment decisions of the Company Limited by Guarantee, Directly Indirectly A person has the right to, liquidate the Company Limited by Guarantee Directly Indirectly		

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SHAREHOLDERS WHOSE BENEFICIAL INTEREST HAS NOT BEEN DISCLOSED:

SHAREHOLDER

Full Name			
Reason(s) why beneficial ownership information cannot be disclosed:		The company has not identified the beneficial owner The company has not been able to identify the beneficial owner particulars The company has issued a warning notice which has not been complied with The company has issued a restriction notice There is a matter pending before court in relation to beneficial ownership.	
Lodged on behalf of th	he compa	any by:	
Name:			
ID/ Passport number			
Address:			
Signature:			
Capacity***:			
Source****:			
Date:			

NOTES

*To be published in the Government portal in accordance with regulation 13(5)

** This form is used to notify the Registry of the particulars of company beneficial owners

*** Please indicate whether director, certified secretary or advocate of the company

**** Please indicate whether the information obtained was (a) provided by the beneficial owner or their authorised representative; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner.

Please enter particulars of every beneficial owner in a separate form

[Notes: (a) Please enter particulars of every beneficial owner in a separate form

FORM BOF2

r.3(4)

CHANGE OF BENEFICIAL OWNERS' PARTICULARS*

[Section 93A of the Companies Act, 2015]

Name of company:	
Number of the company:	

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 93A of the Companies Act, 2015, that the registered particulars** of the beneficial owners of the company, as specified in column 1 of the table below, have changed as indicated in column 2 of that table.

Column 1	Column 2
Name of the beneficial owner concerned	Column 2 Particulars of change

Lodged on behalf of the company by:

Name:	
National identity	
card number /	
Passport number	
Telephone number	
Postal Address:	
Email address	
Signature:	
Capacity***:	
Source****:	
Date:	

NOTES

*This form is used to notify the Registry of changes in the particulars of company beneficial owners.

**The particulars to be notified are of changes occurring in the company's register of beneficial owners.

***Please indicate whether director, certified secretary or advocate of the company.

**** Please indicate whether the information obtained was (a) provided by the beneficial owner or their authorised representative; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner.

FORM BOF3

r.11

UNSPECIFIED OR UNKNOWN BENEFICIAL OWNER

Indicate the reasonable steps taken by the company in attempting to identifying a			
beneficial owner and attach evidence of the steps taken to acquire the particulars. **			
	The company has not identified the beneficial owner		
	The company has given notice to all persons it		
	knows or believes to be beneficial owner which		
Steps taken to identify	has not been complied with		
beneficial owners	The company has issued a warning notice which		
	has not been complied with		
	The company has issued a restriction notice		
	The company has restricted rights attached to the		
	shares more particularly specified below		

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Persons holding shares subject of warning notice or Restrictions				
Full Name of shareholder				
	Birth Certificate Number, National identity card			
number or Passpor	t number			
Personal identification	tion number			
Nationality				
Date of birth [dd/m	ım/yyyy]			
Postal address				
Business address				
Residential address	Residential address			
Telephone number				
Email address				
Number of shares held				
Lodged on behalf of	Lodged on behalf of the company by:			
Name:				
National identity				
card number /				
Passport number:				
Postal Address:				
Signature:				
Capacity				
Source				
Date:				

FORM BOF4

r.3(7)

NOTICE OF A NEW BENEFICIAL OWNER**

[Section 93A of the Companies Act, 2015]

Name of company:
Number of company:

To the Registrar of Companies:

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The above company hereby gives notice in with section 93A of the Companies Act, 2015 that the following person is a new beneficial owner of the company

Date that the person became a beneficial owner: ____/ ___ [dd/mm/yyyy]

BENEFICIAL OWNER

Full Name*	
Birth Certificate Number, National identity card	
number or Passport number	
Personal identification number	
Nationality (ies)*	

Date of birth [<i>dd/mm/yyyy</i>]*	
Postal address*	
Business address	
Residential address	
Telephone number	
Email address	
Occupation or profession*	

NATURE OF OWNERSHIP OR CONTROL FOR A COMPANY LIMITED BY SHARES

Nature of ownership or control the	The percentage of issued shares a person holds in the
	company
beneficial owner has	Directly% of shares
in the company,	Indirectly% of shares
whether individually	
or jointly*	The percentage of voting rights a person holds in the
	company
	Directly% of voting rights
	Indirectly % of voting rights
	A person holds a right to appoint or remove a majority of
	the members of the board of directors of the company;
	Directly
	Indirectly
	A person exercises significant influence or control over
	the company.
	Directly
	Indirectly
	A person holds the highest percentage of the issued
	shares but does not meet the above four criteria.
	Directly% of shares
	Indirectly% of shares

NATURE OF OWNERSHIP OR CONTROL FOR A COMPANY LIMITED BY GUARANTEE

Nature of ownership or control the	The percentage of voting rights a person holds in the company
beneficial owner has in the company limited by guarantee,	Directly% of voting rights Indirectly% of voting rights
whether individually or jointly*	A person exercises significant influence over the running of the activities of the Company Limited by Guarantee Directly

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I	
	Indirectly
	A norman has the right to appoint or remove any of the
	A person has the right to, appoint or remove any of the board of directors
	board of directors
	Directly% of voting rights
	Indirectly% of voting rights
	A person has the right to direct or veto the distribution of
	funds, assets, or investment decisions of the Company
	Limited by Guarantee,
	Enniced by Guarance,
	Dimethy
	Directly
	Indirectly
	A person has the right to, liquidate the Company Limited
	by Guarantee
	-) =
	Directly
	•
	Indirectly

SHAREHOLDERS WHOSE BENEFICIAL INTEREST HAS NOT BEEN DISCLOSED:

SHAREHOLDER

Full Name		
Reason(s) why beneficial ownership information cannot be disclosed:	The company has not identified the beneficial owner The company has not been able to identify the beneficial owner particulars The company has issued a warning notice which has not been complied with The company has issued a restriction notice There is a matter pending before court in relation to beneficial ownership.	
Lodged on behalf of the comp	bany by:	
Name:		
ID/ Passport number		
Address:		
Signature:		
Capacity***:		
Source****:		
Date:		

NOTES

*To be published in the Government portal in accordance with regulation 13(5)

** This form is used to notify the Registry of the particulars of company beneficial owners

*** Please indicate whether director, certified secretary or advocate of the company

**** Please indicate whether the information obtained was (a) provided by the beneficial owner or their authorised representative; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner.

Please enter particulars of every beneficial owner in a separate form

[Notes: (a) Please enter particulars of every beneficial owner in a separate form

FORM BOF5 *r.3(8)*

NOTICE OF CEASING TO BE A BENEFICIAL OWNER*

[Section 93A of the Companies Act, 2015]

Name of company:	
Number of the company:	

To the Registrar of Companies:

The above company hereby gives notice in accordance with section 93A of the Companies Act, 2015 that the beneficial owners of the company, as specified in column 1 of the table below, ceased to be beneficial owners of the company on the date(s) specified opposite that/those name(s) in column 2 of that table.

Column 1 Name of the beneficial owner concerned	Column 2 Date on which a person ceased to be a beneficial owner	Column 3 Reason(s) for cessation
	/[<i>dd/mm/yyyy</i>]	
	//[<i>dd/mm/yyyy</i>]	
	//[<i>dd/mm/yyyy</i>]	
	//[<i>dd/mm/yyyy</i>]	
	//[<i>dd/mm/yyyy</i>]	

Lodged on behalf of	the company by:
Name:	
National identity	
card number /	
Passport number:	
Telephone number	
Postal Address:	
Email address	
Signature:	
Capacity**:	
Source***:	
Date:	

NOTES

* This form is used to notify the Registry when a person ceases to be a beneficial owner.

** Please indicate whether director, certified secretary or advocate of the company.

*** Please indicate whether the information obtained was (a) provided by the beneficial owner or their authorised representative; (b) taken from an official register; or (c) provided by a third party not directly related to the beneficial owner.

FORM BOF6

r.14

BENEFICIAL OWNERSHIP SEARCH REQUEST [Section 93A of the Companies Act, 2015]

Name of company:

Number of company:

Reason(s) for conducting a search

Lodged by:	
Name:	
ID/ Passport	
number:	
Postal Address:	
Signature:	
Date:	

FORM BOF7

BENEFICIAL OWNERSHIP OFFICIAL SEARCH REPORT

[Section 93 of the Companies Act, 2015]

To:

Records relating to the below company held by the Registrar as at

Names of the beneficial owners *

Name	Postal address	Nationality

Note:

*Information contained herein shall only be used for the purposes of customer due diligence and shall not be published disclosed to third parties unless permitted by law.

r.14

FORM BOF8

r.17

DISCREPANCY REPORTING

[Section 93 of the Companies Act, 2015]

Name of company:	
Number of company:	
Nature of Discrepancy	

Lodged on behalf of the company by:	
Name:	
ID/ Passport number	
Address:	
Signature:	
Capacity***:	
Source****:	
Date:	

10. The Second Schedule to the principal Regulations is amended by inserting the following new fee—

Beneficial Ownership Search Request ksh 600

Made on the 18th October, 2023.

J. B. N. MUTURI, Attorney-General.

LEGAL NOTICE NO. 163

THE LIMITED LIABILITY PARTNERSHIP ACT

(No. 42 of 2011)

IN EXERCISE of the powers conferred by section 35 of the Limited Liability Partnership Act, 2011, the Attorney-General makes the following Regulations—

THE LIMITED LIABILITY PARTNERSHIP (BENEFICIAL OWNERSHIP INFORMATION) REGULATIONS, 2023

1. These Regulations may be cited as the Limited Liability Short title. Partnership (Beneficial Ownership Information) Regulations, 2023.

2. In these Regulations, unless the context otherwise Interpretation. requires -

"Act" means the Limited Liability Partnership Act, 2011;

"arrangement" refers to an artificial entity, without legal personality, associating one or more natural or legal persons together in an ownership or control relationship, but without implying that the parties to this arrangement have any other form of collective legal identity;

"beneficial owner" has the meaning assigned to it under the No. 17 of 2015. Companies Act, 2015;